



Commonwealth of Massachusetts
OFFICE OF CONSUMER AFFAIRS
DIVISION OF PROFESSIONAL LICENSURE
Board of Barbers
239 Causeway Street, 5th Floor
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New Barber Shop Instructions for Licensure

These instructions should be used when opening a new shop, change of location or for any change in shop type or ownership.

Step 1. Prepare

- A. Floor plan must include the entire layout of the shop. It does not have to be professionally prepared it may be hand drawn using circles and squares as symbols to indicate rooms/equipment, front door/backdoor, bathroom location and shop set-up. Be sure to show where the barber pole or barber pole decal will be located. The floor plan must also state the following:
- Owner's name & 2 phone numbers where you can be contacted
 - Name and address of shop (must be the street address, it cannot be a P.O. Box)
 - If this is a currently licensed shop being purchased enclose a copy of that shop license (if not available note the name and license number of the previous owner on the floor plan)
 - Anticipated Opening Date

B. Copy of owner's license or manager's current master's license if owner is not a licensee (owner does not have to be a licensee).

C. Completed Shop Application

D. Copy of the Business Certificate.

OR

E. Occupancy permit from the city or town. If Occupancy Permit cannot be issued you must complete the plumbing and/or electrical work forms or the no work needed form enclosed.

(If business is incorporated submit a copy of the Articles of Incorporation, if partnership a copy of partnership agreement or LLCs)

F. Money order only for **\$113.00** made payable to: **Commonwealth of Massachusetts**.

If a personal check is submitted it will be returned and your application will not be processed until proper payment is received.

Step 2. Mail all requirements from step 1 to above address at Attention: New Shop.

If all requirements are not enclosed the application will be returned to you for completion.

Step 4. Inspection

After the submitted information has been received and approved the shop-opening investigator will contact the owner to set up an inspection date. Normal processing time is fifteen (15) days. If you miss your inspection appointment your application will be denied and you will have to reapply and submit a new application.

No shop/shop is allowed to open without approval of an application.

